



# AN AASIS Tutorial Cost Center Planning

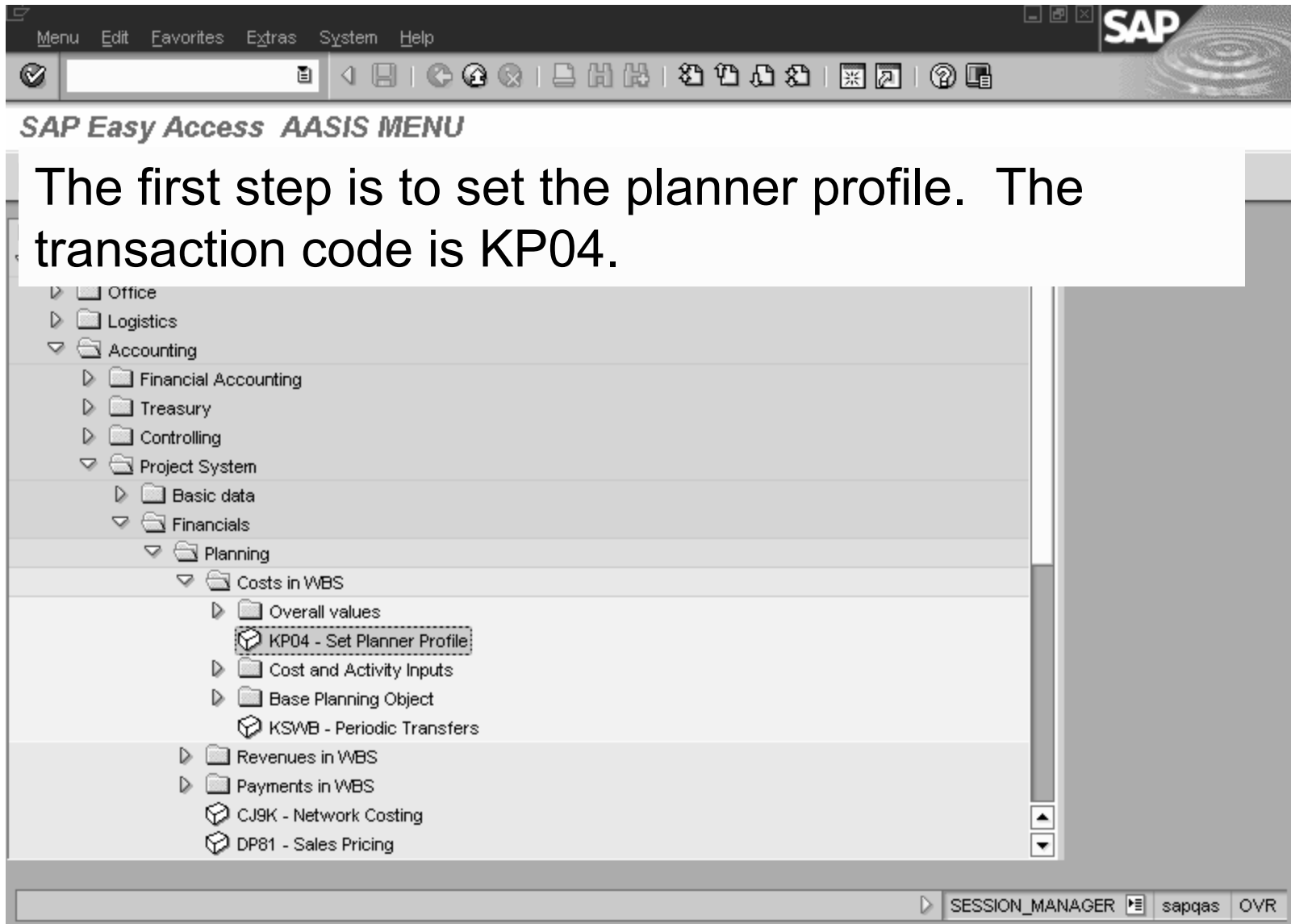
**FILE ALREADY SAVED IN  
(Preferred)  
SLIDE VIEW**

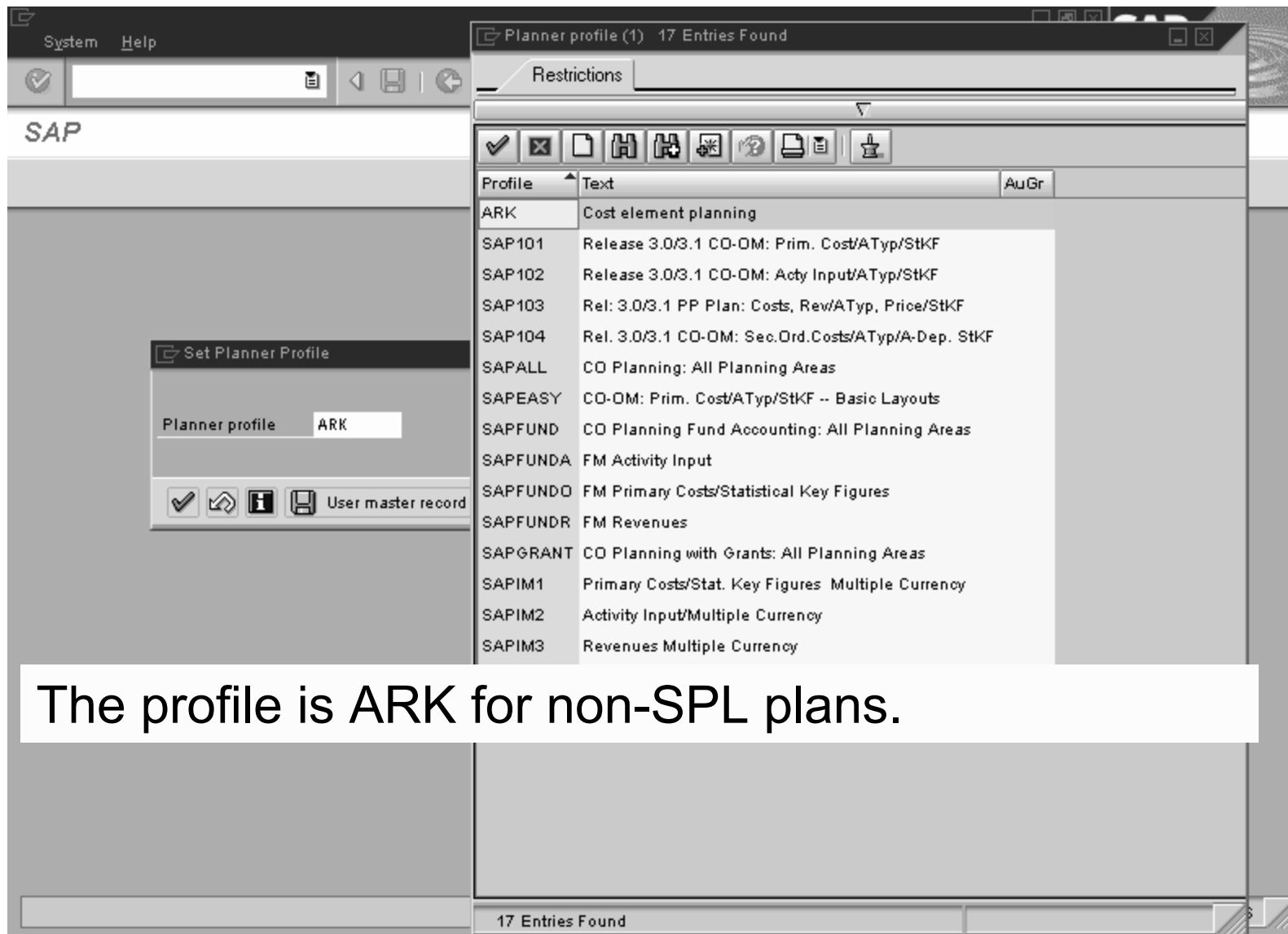
# Planning

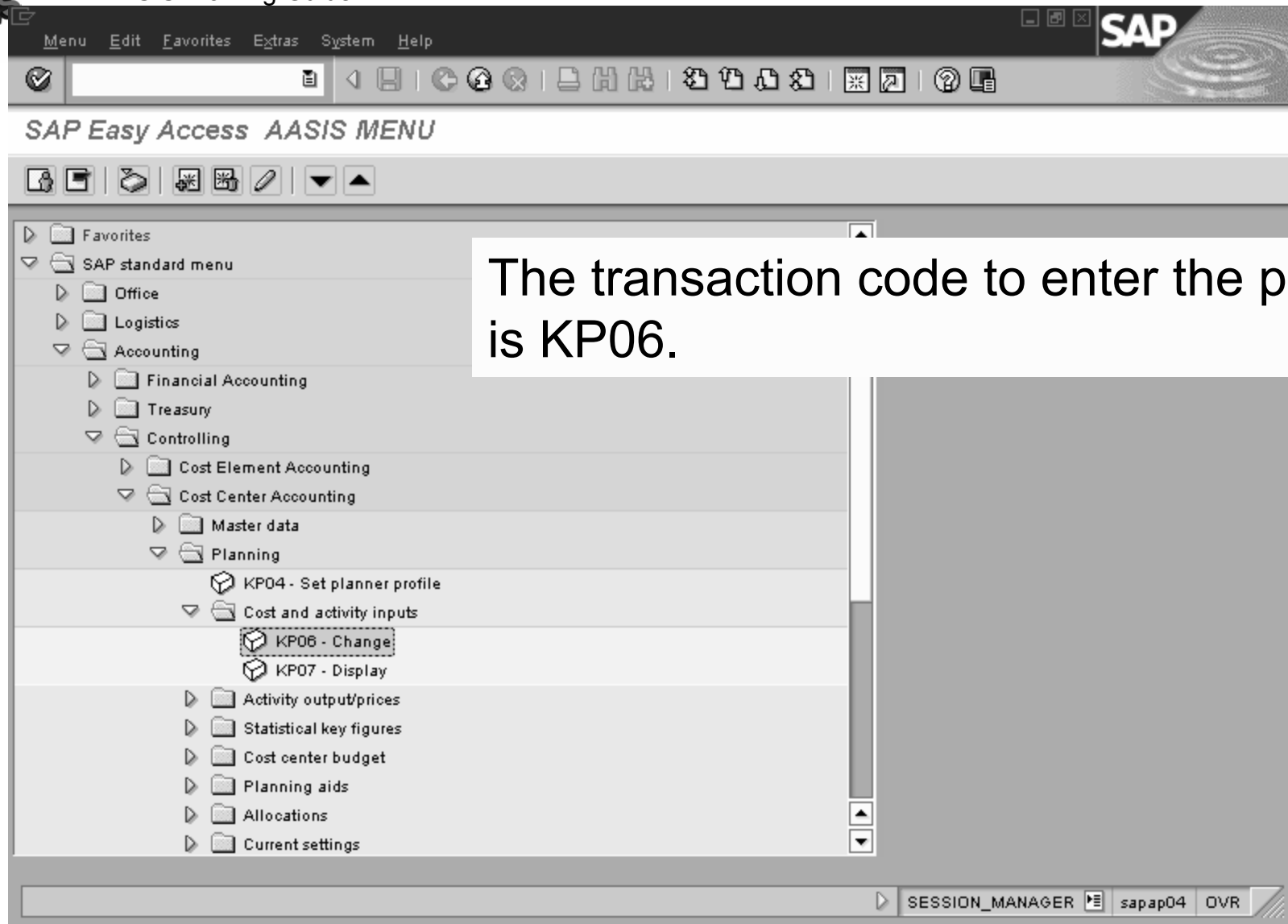
- Cost center plans are loaded from budgets, but sometimes it is necessary to change them. For example, plans for miscellaneous commitment items have to be loaded manually.
- A variety of reports showing plan vs. actual expenditures are available in AASIS.
- Plans are useful as a management tool, but cannot be used by the system to control budgets.

# The Planning Role

- For Cost Centers in the Controlling Module:
  - Budget-Agency Budget Management
  - Controlling-Agency Financial Planning







The transaction code to enter the plan is KP06.



If the system asks for a Controlling Area, type in ARK and enter.



Plan Data Edit Goto Extras Settings System Help

SAP

Change Cost Element/Activity Input Planning: Initial Screen

Layout ARK Cost Element: Simple

Variables

Version	1
From period	1
To period	12
Fiscal year	2004

Cost Center 383245

to

or group

Cost Element 5050001000


to

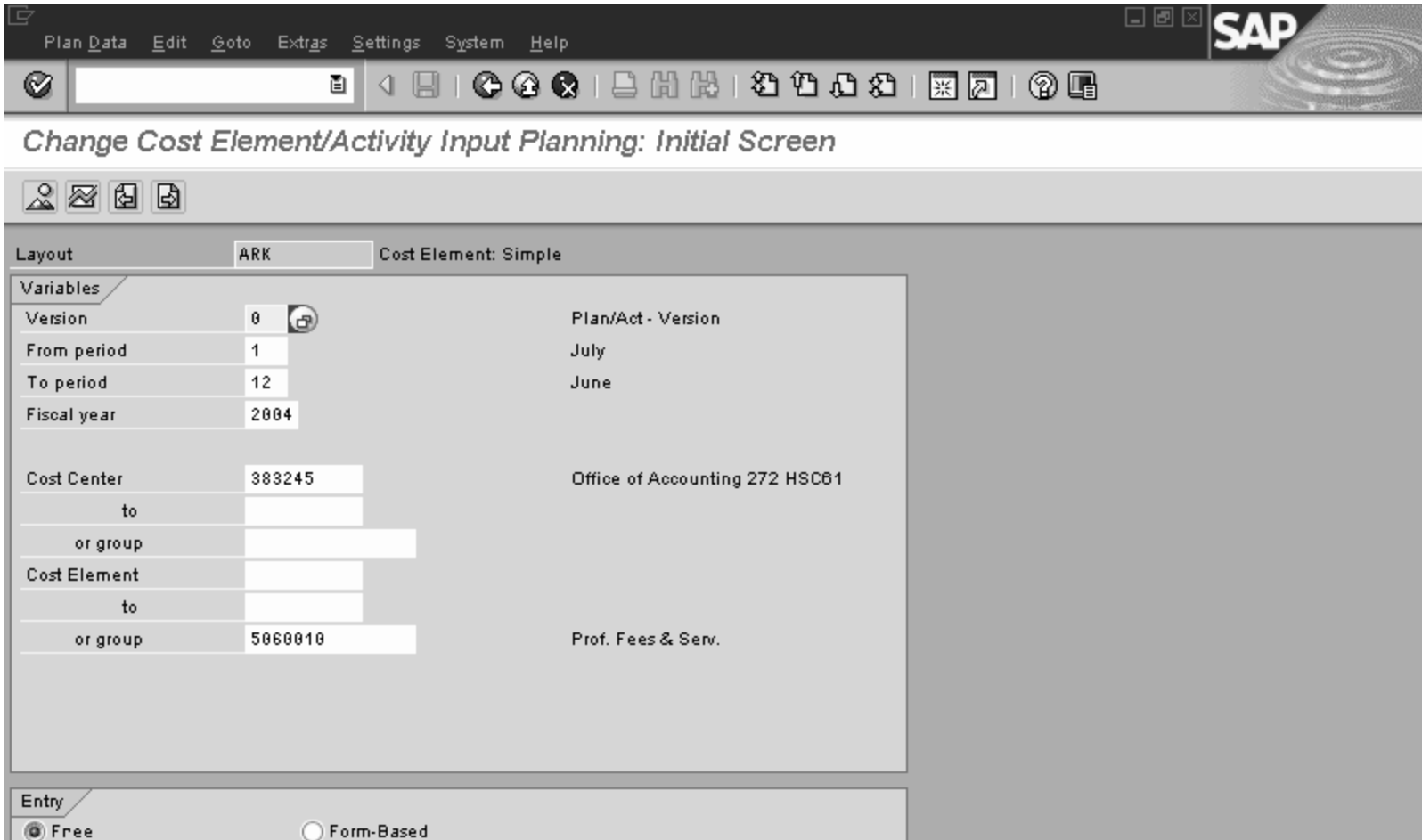
or group

Entry

☒ Free ☐ Form-Based

KP06 sapetr INS

Enter version zero and the periods and fiscal year for which you wish to plan. Enter a cost center, the cost element, cost element range, or cost element group (corresponds to commitment item). Select the radio button for Free entry and Click the overview icon  to begin entering a plan.



The screenshot shows the SAP 'Change Cost Element/Activity Input Planning: Initial Screen'. The title bar includes 'Plan Data', 'Edit', 'Goto', 'Extras', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar, the screen is titled 'Change Cost Element/Activity Input Planning: Initial Screen'. The main area is divided into two sections: 'Variables' and 'Entry'. The 'Variables' section contains the following fields:

Field	Value	Description
Version	0	Plan/Act - Version
From period	1	July
To period	12	June
Fiscal year	2004	
Cost Center	383245	Office of Accounting 272 HSC61
to		
or group		
Cost Element		
to		
or group	5060010	Prof. Fees & Serv.

The 'Entry' section at the bottom has two radio buttons: 'Free' (selected) and 'Form-Based'.

In this example, the selection was made to plan for one cost center for the cost element group representing professional fees and services.

Plan Data Edit Goto Extras Settings System Help

SAP

Change Cost Element/Activity Input Planning: Overview Screen

Line items Change Values

Version 0 Plan/Act - Version  
 Period 1 To 12  
 Fiscal Year 2004  
 Cost Center 383245 Ofc Acct 272 HSC6101

Functional Area	Fund	Cost elem...	Total planned co...	Dis...	L...
		5060002000	10000	1	
		5060004000	1000	1	
		5060003000	2000	1	
				1	
				1	
				1	
				1	
				1	
				1	
				1	
				1	
				1	
				1	

Enter the cost elements and the total planned costs for the year (or add to any existing cost element plans). Press enter.

Plan Data Edit Goto Extras Settings System Help

SAP

Change Cost Element/Activity Input Planning: Overview Screen

Line items Change Values

Version 0 Plan/Act - Version  
 Period 1 To 12  
 Fiscal Year 2004  
 Cost Center 383245 Ofc Acct 272 HSC6101

Functional Area	Fund	Cost elem...		Total planned co...	Dis...	L...
ADMN	HSC6101	5060002000	Eng & Architect Fees	10,000.00	1	
		5060004000	Lien TitleSearch Fee	1,000.00	1	
		5060003000	Legal Fees	2,000.00	1	
					1	
					1	
					1	
					1	
					1	
					1	
					1	
					1	
					1	
					1	

The functional area and fund will be derived from the cost center. Click the Post icon or (Control) S to save the plan.

Plan Data Edit Goto Extras Settings System Help

SAP

Change Cost Element/Activity Input Planning: Initial Screen

Layout ARK Cost Element: Simple

Variables

Version	0	Plan/Act - Version	
From period	1	July	
To period	12	June	
Fiscal year	2004		
Cost Center	383245	Office of Accounting 272 HSC61	
to			
or group			
Cost Element	5050001000	02 - Mileage	
to			
or group			

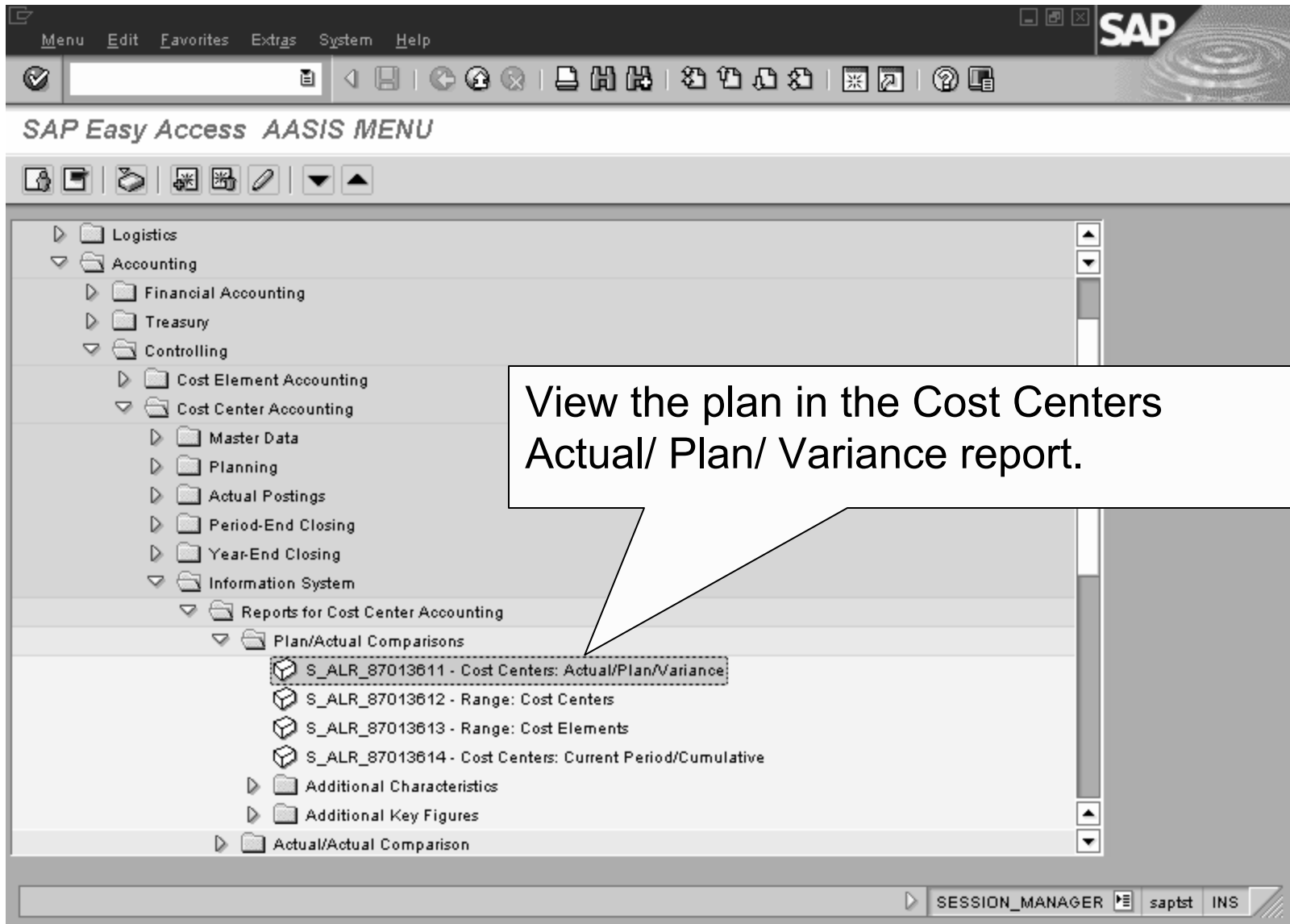
Entry

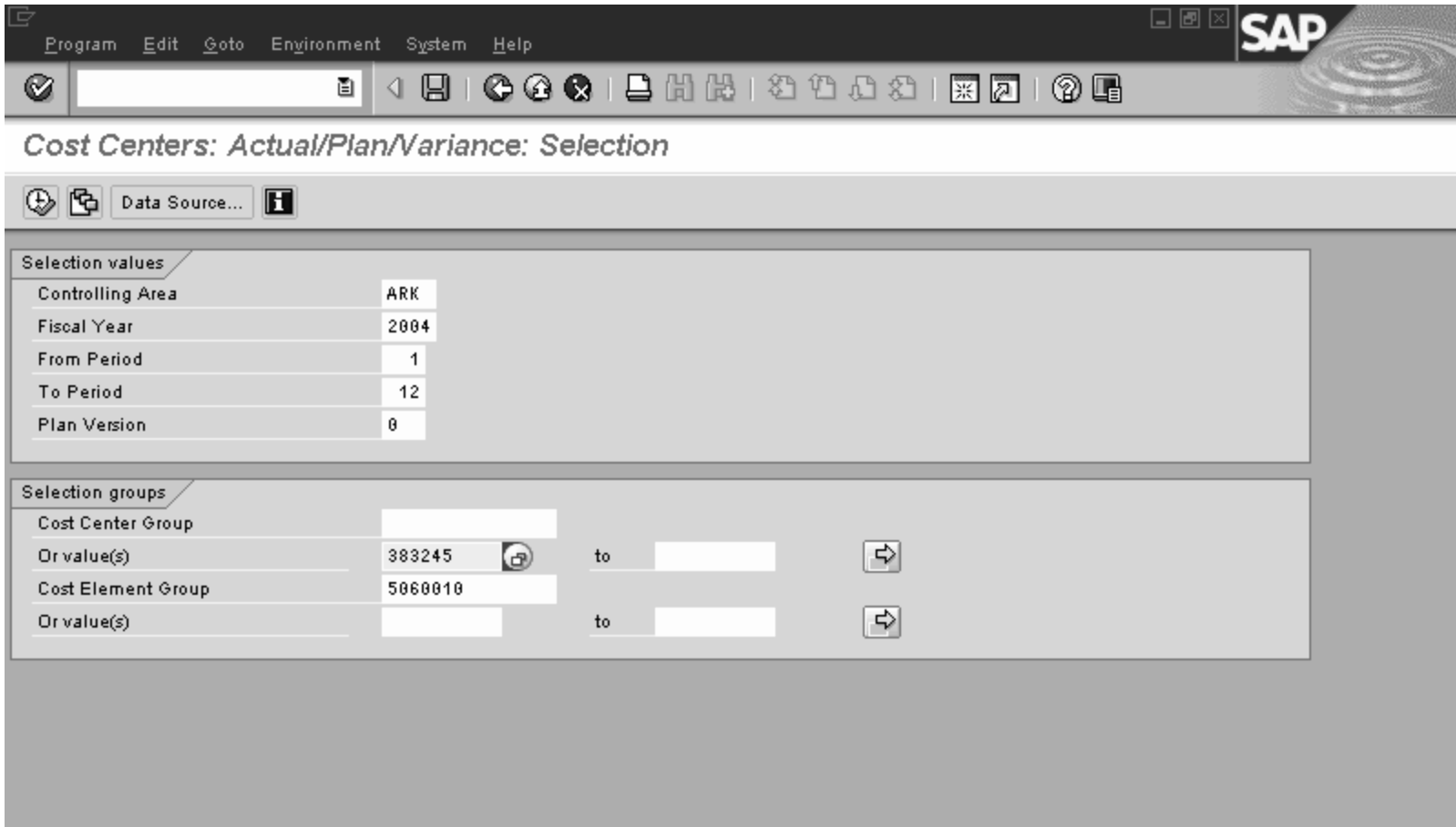
☒ Free ☐ Form-Based

The system will return the message  
"Changed data has been posted."

Changed data has been posted

KP06 saptst INS





**Cost Centers: Actual/Plan/Variance: Selection**


Selection values

Controlling Area	ARK
Fiscal Year	2004
From Period	1
To Period	12
Plan Version	0

Selection groups

Cost Center Group			
Or value(s)	383245	to	
Cost Element Group	5060010		
Or value(s)		to	

Enter the periods, cost center and cost elements, cost element range or cost element group. Execute the report.



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Report Edit Goto View Extras Settings System Help

Cost Centers: Actual/Plan/Variance

Cost Centers: Actual/Plan/Variance Date: 06/21/2004 Page: 2 / 2

Cost Center/Group 383245 Ofc Acct 272 HSC6101 Column: 1 / 2

Person responsible: Dept Finance & Admin

Reporting period: 1 to 12 2004

Cost elements	Act. costs	Plan costs	Var. (abs.)	Var. (%)
5060002000 Eng & Architect		10,000.00	10,000.00-	100.00-
5060003000 Legal Fees		2,000.00	2,000.00-	100.00-
5060004000 Lien TitleSearch		1,000.00	1,000.00-	100.00-
* Debit		13,000.00	13,000.00-	100.00-
** Over/underabsorption		13,000.00	13,000.00-	100.00-

The plan is displayed and compared with actual expenses, if any.

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